

**DPI Guidance from the Office of Student Assessment:
ACT Aspire Fall Testing and Students who Attend Schools Outside Their School of Residence**

Please see the Wisconsin DPI guidance below regarding the ACT Aspire assessment. DPI has discovered some limitations to the ACT Aspire portal and is providing this guidance as a way to systematically address these constraints in a consistent manner statewide until future requests for enhancements to the portal can be implemented by ACT Aspire and Pearson. At this point in time, ACT Aspire's portal has no way to efficiently manage students who attend school in one district (school/district of attendance) but for accountability purposes need data reported back to the district of residence/accountability. This guidance does not apply to open enrolled students. There are two distinct situations that may affect your student data upload and reporting in these situations. The first situation (A.) pertains to students who attend one of the Wisconsin residential schools or CDEBs which are listed below. The second situation (B.) pertains to students who attend a school in a different district than their district of residence per IEP or other educational plan.

A. This guidance only applies to your district/school if the following pertains:

- a. Your school is any of the following and you are testing 9th grade students with ACT Aspire October 6-24:
 - i. Wisconsin Center for the Blind and Visually Impaired
 - ii. Wisconsin School for the Deaf
 - iii. Lakeland School of Walworth County
 - iv. Syble Hopp Elementary and Secondary School of Brown County
- b. Your district of residence/accountability enrolls 9th grade students at any of the following (i.e. per IEP):
 - i. Wisconsin Center for the Blind and Visually Impaired
 - ii. Wisconsin School for the Deaf
 - iii. Lakeland School of Walworth County
 - iv. Syble Hopp Elementary and Secondary School of Brown County
- c. If either of the above situations (a. or b.) applies:
 - i. The school of attendance listed above will:
 - 1. Upload the student to the Aspire portal into school of attendance's tenant.
 - 2. Enter accommodations into student's Personal Needs Profile in Aspire portal.
 - 3. Place student into test sessions.
 - 4. Test the student.
 - 5. Receive data pertaining to the student.
 - 6. Supply DPI with a list of students tested, school district of residence and WSN by November 1, 2014.
 - ii. DPI and/or ACT Aspire will provide data to the district of residence/accountability. For public reporting and accountability, the student's results will be reported with the results for the district of residence/accountability.

B. This guidance only applies to your district/school if the following pertains:

- a. Your high school (school of attendance) has a 9th grade student who attends your school from a different district of residence/accountability who will be tested with Aspire. For example, your school has a 9th grade student from a different district of

residence/accountability who attends your school per IEP or other similar instructional plan.

- b. Your district of residence/accountability sends a 9th grade student to a different school (school of attendance) outside of your district for their educational program. For example, your district places a 9th grade student, pursuant to an IEP or other similar educational plan, in a school outside of your district to better meet the student's educational needs.
- c. If either of the above situations (a. or b.) applies:
 - i. School of attendance will:
 1. Delete student from the Aspire Portal under the school of attendance's tenant. **Make note of any accommodations in Personal Needs Profile prior to deleting.**
 2. Contact district of residence/accountability and ask them to upload student into district of residence's tenant.
 3. Provide district of residence/accountability with the name and email address of room supervisor (proctor) from school of attendance for test administration.
 4. Provide accommodations information to be entered into student's Personal Needs Profile in the Aspire portal to the district of residence.
 5. Room supervisor accepts invitation to school of residence's tenant (school tenant not district tenant) for testing individual student.
 6. Test student. The room supervisor will only have access to information for the students in the room supervisor's test session.
 7. Inform school of residence when all testing has been completed.
 - ii. District of residence/attendance will:
 1. Upload the student to the Aspire portal into district of residence's tenant.
 2. Enter accommodations into student's Personal Needs Profile in Aspire portal.
 3. Place student into individual test sessions under the school the student would attend in the student's district of residence.
 4. Invite room supervisor from school of attendance to school of residence tenant (not district tenant).
 5. After invitation has been accepted, assign room supervisor (proctor) from school of attendance to the test sessions for the individual student.
 6. Share test results with school of attendance when reports arrive.

For support with ACT Aspire, please contact:

Peggy Roush
DPI Office of Student Assessment
Margaret.roush@dpi.wi.gov

ACT Aspire Early High School Customer Support
888-802-7502
ACTAspire_Implementation@ACTAspire.org